



Queensland

*Education (Overseas Students) Act 1996*

# Education (Overseas Students) Regulation 1998

Reprinted as in force on 8 October 2004  
(includes commenced amendments up to 2004 SL No. 210)

Reprint No. 1D

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# Information about this reprint

This regulation is reprinted as at 8 October 2004. The reprint shows the law as amended by all amendments that commenced on or before that day (Reprints Act 1992 s 5(c)).

The reprint includes a reference to the law by which each amendment was made—see list of legislation and list of annotations in endnotes. Also see list of legislation for any uncommenced amendments.

Minor editorial changes allowed under the provisions of the Reprints Act 1992 have also been made to use aspects of format and printing style consistent with current drafting practice (s 35).

This page is specific to this reprint. See previous reprints for information about earlier changes made under the Reprints Act 1992. A table of reprints is included in the endnotes.

**Also see endnotes for information about—**

- **when provisions commenced**
- **editorial changes made in earlier reprints.**

## **Dates shown on reprints**

**Reprints dated at last amendment** All reprints produced on or after 1 July 2002, hard copy and electronic, are dated as at the last date of amendment. Previously reprints were dated as at the date of publication. If a hard copy reprint is dated earlier than an electronic version published before 1 July 2002, it means the legislation was not further amended and the reprint date is the commencement of the last amendment.

If the date of a hard copy reprint is the same as the date shown for an electronic version previously published, it merely means that the electronic version was published before the hard copy version. Also, any revised edition of the previously published electronic version will have the same date as that version.

**Replacement reprint date** If the date of a hard copy reprint is the same as the date shown on another hard copy reprint it means that one is the replacement of the other.



Queensland

# Education (Overseas Students) Regulation 1998

## Contents

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		Page
<b>Part 1</b>	<b>Preliminary</b>	
1	Short title . . . . .	3
2	Commencement . . . . .	3
<b>Part 2</b>	<b>Applicants and registration criteria</b>	
<b>Division 1</b>	<b>Definitions, persons who may make applications and registration criteria to be applied to applications</b>	
3	Definitions for pt 2. . . . .	3
4	Persons who may make applications—Act, s 7(1) . . . . .	4
5	Registration criteria for deciding applications. . . . .	5
<b>Division 2</b>	<b>Registration criteria for providers</b>	
6	Policy about entry requirements for registered courses . . . . .	6
7	Policy about refunding fees . . . . .	6
8	Policy about dispute resolution process . . . . .	7
9	Policy about arrangements for unaccompanied children . . . . .	8
10	Policy about students previously enrolled in relevant courses . . . . .	10
11	Policy about code of ethics. . . . .	11
12	Policy for protecting the financial interests of students. . . . .	11
<b>Division 3</b>	<b>Registration criteria for courses</b>	
13	Registration criteria for applications for registration of courses . . . . .	12
<b>part 3</b>	<b>register of registered providers and registered courses</b>	
14	Information to be kept in register—Act, s 26 . . . . .	13
15	Information about each registered provider . . . . .	13
16	Information about each registered course . . . . .	14
<b>Part 4</b>	<b>Fees and repeal</b>	
17	Fee for application for registration as provider or renewal . . . . .	14
18	Fee for application for registration of course or renewal. . . . .	14

*Education (Overseas Students) Regulation 1998*

---

19	Fee for application to change registration of provider or course. .	15
20	Repeal of Education (Overseas Students) Regulation 1997 . . . .	15

**Endnotes**

1	Index to endnotes. . . . .	16
2	Date to which amendments incorporated. . . . .	16
3	Key . . . . .	16
4	Table of reprints . . . . .	17
5	List of legislation. . . . .	17
6	List of annotations . . . . .	18

# Education (Overseas Students) Regulation 1998

[as amended by all amendments that commenced on or before 8 October 2004]

## Part 1 Preliminary

### 1 Short title

This regulation may be cited as the *Education (Overseas Students) Regulation 1998*.

### 2 Commencement

This regulation commences on 8 December 1998.

## Part 2 Applicants and registration criteria

### Division 1 Definitions, persons who may make applications and registration criteria to be applied to applications

#### 3 Definitions for pt 2

In this part—

*approved training organisation* see *Vocational Education, Training and Employment Act 1991*, section 4.

*institute of TAFE* means an institution that—

- (a) is a State college or consists of more than 1 State college; and

*Education (Overseas Students) Regulation 1998*

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- (b) offers technical and further education within the meaning of the *Vocational Education, Training and Employment Act 1991*, section 4.

***non-State school*** means a school that is provisionally accredited, or accredited, under the *Education (Accreditation of Non-State Schools) Act 2001*.

***non-university provider*** see the *Higher Education (General Provisions) Act 2003*, schedule 2.

***overseas higher education institution*** see the *Higher Education (General Provisions) Act 2003*, schedule 2.

***registration*** includes a change of registration and a renewal of registration.

***State college*** see *Vocational Education, Training and Employment Act 1991*, section 4.

***State educational institution*** see *Education (General Provisions) Act 1989*, section 2.

***written policy*** means a policy written in English and in a way that makes it easily understood by a reader whose first language is not English.

#### **4 Persons who may make applications—Act, s 7(1)**

- (1) Any of the following persons may make an application for registration as a provider if the person intends to provide, arrange or promote a course conducted by the person to an overseas student—
- (a) the person holding the office of the principal of a State educational institution;
  - (b) the person holding the office of the director of an institute of TAFE;
  - (c) the person holding the office of the chairperson of a board for an agricultural college;

- (d) a university established by an Act, or the university company within the meaning of the *Bond University Act 1987*.<sup>1</sup>
- (2) Also, the following entities may make an application for registration as a provider if the entity is a person and intends to provide, arrange or promote a course conducted by the person to an overseas student—
  - (a) a non-State school;
  - (b) a non-university provider;
  - (c) an overseas higher education institution;
  - (d) a State college;
  - (e) an approved training organisation;
  - (f) an institution issued with an accreditation certificate by the National ELICOS Accreditation Scheme Limited ACN 003 980 667.
- (3) If an entity mentioned in subsection (2) is not a person, the person who intends to provide, arrange or promote a course conducted at, or by means of, the entity to an overseas student may make the application for registration as a provider in relation to the entity.

## **5 Registration criteria for deciding applications**

- (1) Under section 7(4) of the Act, the chief executive must apply the registration criteria for deciding—
  - (a) whether to approve an application; and
  - (b) if the application is approved—the conditions to apply to the registration.
- (2) Division 2 states the registration criteria the chief executive must apply for deciding an application for registration as a provider.

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<sup>1</sup> Central Queensland University, Griffith University, James Cook University, Queensland University of Technology, University of Queensland and University of Southern Queensland have been established by Acts.

- (3) Division 3 states the registration criteria the chief executive must apply for deciding an application for registration of a course conducted by the applicant.

## **Division 2                      Registration criteria for providers**

### **6                      Policy about entry requirements for registered courses**

- (1) An applicant for registration as a provider must have a written policy about entry requirements, that is expressed as applying to the applicant as a registered provider.
- (2) The policy about entry requirements must state—
  - (a) the way in which the registered provider must inform an overseas student or intending overseas student about the entry requirements for each registered course offered by the registered provider; and
  - (b) the processes for applying the requirements to each overseas student or intending overseas student.
- (3) In this section—

*entry requirements*, for a registered course, means written requirements for entry to the course, including applicable academic and English language skills reasonably necessary for the course.

### **7                      Policy about refunding fees**

- (1) An applicant for registration as a provider must have a written policy about refunding fees, that is expressed as applying to the applicant as a registered provider.
- (2) The policy about refunding fees must protect the financial interests of overseas students and intending overseas students, including—
  - (a) by stating all the circumstances under which a refund of all or part of the fees must be paid by the registered provider and the way in which the amount of the refund is to be calculated; and



- (b) by providing for a refund to be paid by the registered provider directly to the person who enters into the contract with the registered provider about the student, unless the person gives a written direction to the registered provider to pay the refund to someone else; and
  - (c) by providing for a refund to be fully paid by the registered provider in the same currency in which the fees were paid, unless payment in that currency is impracticable; and
  - (d) by providing for the total amount of each refund to be paid no later than 2 months after it is due.
- (3) Also, the policy must provide that the registered provider must give a copy of the policy to each intending overseas student at a reasonable time before a contract about the student is entered into or an amount is paid for a registered course, whichever happens first.
- (4) A policy providing for someone other than the registered provider to pay a refund, including, for example, the registered provider's agent in another country, does not comply with subsection (2)(b).

## **8 Policy about dispute resolution process**

- (1) An applicant for registration as a provider must have a written policy, that is expressed as applying to the applicant as a registered provider, about resolving disputes between the registered provider and overseas students enrolled in registered courses conducted by the registered provider.
- (2) The policy about resolving disputes must allow overseas students to participate in a timely and appropriate dispute resolution process, that has regard to their status as persons outside of Australia or only temporarily in Australia.
- (3) The policy must state, in a prominent way, that—
  - (a) an overseas student may contact the chief executive if the student is concerned about the conduct of the registered provider; and

- (b) the chief executive may, under part 2, division 2 of the Act, suspend or cancel the registration of a provider or course; and
  - (c) the dispute resolution process described in the policy does not prevent an overseas student from exercising the student's rights to other legal remedies.
- (4) Also, the policy must provide that the registered provider must give a copy of the policy to each overseas student—
- (a) before a contract about the student is entered into or an amount is paid for a registered course, whichever happens first; and
  - (b) within 7 days after the student starts attending a registered course conducted by the registered provider in which the student is enrolled.
- (5) To the extent a policy relates to the financial interests of overseas students, a reference in this section to an overseas student includes an intending overseas student.

## **9 Policy about arrangements for unaccompanied children**

- (1) If an applicant for registration as a provider intends to offer courses to unaccompanied children, and to make arrangements for unaccompanied children to be accommodated with an approved family, the applicant must have a written policy about making the arrangements that is expressed as applying to the applicant as a registered provider.
- (2) The policy about making arrangements must provide for the approval of a family that is to provide accommodation services to an unaccompanied child, including, for example—
- (a) guidelines for selecting the family, in particular, guidelines for ensuring the family is able to provide the child with a stable environment for the duration of the registered course conducted by the registered provider in which the child is enrolled; and
  - (b) criteria about the accommodation services to be provided; and

*Education (Overseas Students) Regulation 1998*

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- (c) an orientation program for the members of an approved family if the family has not previously accommodated an overseas student of the registered provider.
- (3) Also, the policy must include a copy of the form of contract for arrangements about providing accommodation services, if the registered provider intends to use the form for arrangements made by the registered provider.

- (4) In this section—

***accommodation services*** includes accommodation, meals and other services.

***approved family*** means a family approved by the registered provider for providing accommodation services to an unaccompanied child.

***supervised arrangement***, for an overseas student under 18 years, means an arrangement under which an adult normally resident in the State (other than an overseas student) is appointed in writing by a parent of the student to act on the student's behalf in matters about the student while the student is in the State.

***unaccompanied child*** means an overseas student under 18 years, other than—

- (a) a student who lives with at least 1 parent while enrolled in a registered course conducted by the registered provider; or
- (b) a student who is covered by a supervised arrangement while enrolled in a registered course conducted by the registered provider; or
- (c) a student who, while enrolled in a registered course conducted by the registered provider—
  - (i) lives at a boarding school, residential college or student hostel, operated by or in association with the registered provider; or
  - (ii) is accommodated at a place operated by or in association with the registered provider under an arrangement for providing accommodation services and, under the arrangement, the student's

residence at the place and attendance at the course is supervised.

## **10 Policy about students previously enrolled in relevant courses**

- (1) An applicant for registration as a provider must have a written policy, that is expressed as applying to the applicant as a registered provider, about the following students—
  - (a) overseas students who apply to be enrolled in a registered course conducted by the registered provider and have previously completed a relevant course;
  - (b) overseas students who apply to be enrolled in a registered course conducted by the registered provider and who have been enrolled in a relevant course (other than with the registered provider) but have not completed the course.
- (2) The policy must provide that, in relation to an overseas student who has been enrolled in a relevant course, the registered provider must not admit the student to a registered course conducted by the registered provider unless—
  - (a) if the student previously completed the relevant course—the registered provider is satisfied the student demonstrated a commitment to the student’s studies during the course, had a good attendance record for the course and paid all fees for the course; or
  - (b) if the student has been enrolled in, but did not complete the relevant course—the registered provider is given a letter of release about the student for the relevant course.
- (3) Also, the policy must provide that if an overseas student has not completed a registered course but asks for a letter of release, the registered provider must give the student a letter of release.
- (4) In this section—

***letter of release*** means a letter from the provider of a relevant course about a student that provides information about whether or not the student—

- (a) demonstrated a commitment to the student's studies during the course; and
- (b) had a good attendance record for the course; and
- (c) paid all fees for the course.

**relevant course** means—

- (a) a registered course; or
- (b) a course registered under a law of the Commonwealth, or another State, for the registration of persons who provide courses to overseas students.

## **11 Policy about code of ethics**

- (1) An applicant for registration as a provider must have a written policy, expressed as applying to the applicant as a registered provider, that provides the registered provider is bound by the code of ethics.
- (2) In this section—

**code of ethics** means the code, developed by Ministers of the Commonwealth and the States responsible for education matters, that is directed at ensuring overseas students are financially protected from default by providers.

## **12 Policy for protecting the financial interests of students**

- (1) An applicant for registration as a provider must have a written policy, expressed as applying to the applicant as a registered provider, about protecting the financial interests of overseas students and intending overseas students.
- (2) The policy for protecting the financial interests of overseas students and intending overseas students must provide that the registered provider has a trust account for all amounts to be received from the students.
- (3) However, the policy must also provide that the registered provider must not—
  - (a) operate the trust account except for amounts received from overseas students and intending overseas students; and

- (b) withdraw or transfer an amount from the trust account, unless the withdrawal or transfer is under subsection (4).
- (4) The policy must provide that the registered provider may withdraw or transfer from the trust account the following amounts for an overseas student or intending overseas student—
- (a) an amount to pay for a service that has been delivered to the student;
  - (b) in the period of 2 weeks before the scheduled start of the registered course in which the student is enrolled—an amount that is not more than 20% of the student's tuition fee for the course;
  - (c) on the day the course starts—an amount that is not more than 45% of the total of the student's tuition fee for the course.
- (5) In this section—
- tuition fee*, for an overseas student or intending overseas student for a registered course, means—
- (a) if the total amount for all services to be provided to the student by the registered provider while the student is attending the course, and in conjunction with that attendance, has been paid, including the fees applicable to the tuition for the registered course—the total amount of the fees applicable to the tuition; or
  - (b) in any other case—the amount stated in the registered provider's records as the amount received from the student in payment of the fees applicable to the tuition for the registered course.

## **Division 3                      Registration criteria for courses**

### **13                      Registration criteria for applications for registration of courses**

- (1) A course must—
- (a) be conducted by the registered provider for the course; and

- (b) have written requirements for entry to the course, including applicable academic and English language skills reasonably necessary for the course; and
  - (c) have stated and demonstrable educational outcomes for all students who enrol in the course and complete it; and
  - (d) be suitable for overseas students, having regard to the qualifications, abilities and aspirations of the students.
- (2) Also, if the registered provider of the course, or the course, must be accredited, approved, registered or otherwise recognised under a law (other than the Act), the registered provider or the course must be accredited, approved, registered or otherwise recognised under the law.

## **Part 3 Register of registered providers and registered courses**

### **14 Information to be kept in register—Act, s 26**

- (1) This part states the information to be kept in the register of registered providers and registered courses, that the chief executive must keep under section 26(1) of the Act.
- (2) However, the chief executive may keep other information in the register if the chief executive considers it appropriate.

### **15 Information about each registered provider**

For each registered provider, the register must include—

- (a) the information to be included in a registration certificate under section 9(4)(a) of the Act; and
- (b) other names used by the registered provider in promoting registered courses conducted by the registered provider; and
- (c) if the registered provider is not an individual—

- (i) information about its legal status; and
- (ii) any Australian company number or Australian registered body number for the registered provider under the Corporations Law; and
- (iii) the name and title of its chief executive officer; and
- (d) the address, a telephone number and a fax number (if any) for the central or head office or campus of the registered provider; and
- (e) details of any suspensions or cancellations about the registered provider.

#### **16 Information about each registered course**

For each registered course, the register must include—

- (a) the information to be included in a registration certificate under section 9(4)(b) of the Act; and
- (b) the cost and duration of the course; and
- (c) details of any suspensions and cancellations about the course and its registered provider.

## **Part 4 Fees and repeal**

#### **17 Fee for application for registration as provider or renewal**

The prescribed fee for an application for registration as a provider, or an application to renew the registration of a provider, is \$225.50.

#### **18 Fee for application for registration of course or renewal**

- (1) The prescribed fee for a registered course application is \$56.00.
- (2) If a registered course application relates to more than 20 courses, the prescribed fee is increased by \$56.00 for each multiple of 20 courses or part of a multiple.



- (3) However, for a registered course application that is made on the same day as the provider of the course or courses makes a registered provider application—
- (a) the application fee otherwise payable under subsection (1) is waived if the provider application relates to not more than 20 courses; or
  - (b) the application fee otherwise payable under subsections (1) and (2) is reduced by \$56.00 if the provider application relates to more than 20 courses.

- (4) In this section—

***registered course application*** means—

- (a) an application for registration of a course or courses; or
- (b) an application to renew the registration of a course or courses.

***registered provider application*** means—

- (a) an application for registration as a provider; or
- (b) an application to renew the registration of a registered provider.

## **19 Fee for application to change registration of provider or course**

The prescribed fee for an application to change the registration of a registered provider or registered course is \$56.00.

## **20 Repeal of Education (Overseas Students) Regulation 1997**

The *Education (Overseas Students) Regulation 1997* SL No. 350 is repealed.

## Endnotes

### 1 Index to endnotes

	Page
2 Date to which amendments incorporated . . . . .	16
3 Key . . . . .	16
4 Table of reprints . . . . .	17
5 List of legislation . . . . .	17
6 List of annotations . . . . .	18

### 2 Date to which amendments incorporated

This is the reprint date mentioned in the Reprints Act 1992, section 5(c). Accordingly, this reprint includes all amendments that commenced operation on or before 8 October 2004. Future amendments of the Education (Overseas Students) Regulation 1998 may be made in accordance with this reprint under the Reprints Act 1992, section 49.

### 3 Key

#### Key to abbreviations in list of legislation and annotations

Key	Explanation	Key	Explanation
AIA	= Acts Interpretation Act 1954	(prev)	= previously
amd	= amended	proc	= proclamation
amdt	= amendment	prov	= provision
ch	= chapter	pt	= part
def	= definition	pubd	= published
div	= division	R[X]	= Reprint No.[X]
exp	= expires/expired	RA	= Reprints Act 1992
gaz	= gazette	reloc	= relocated
hdg	= heading	renum	= renumbered
ins	= inserted	rep	= repealed
lap	= lapsed	(retro)	= retrospectively
notfd	= notified	rv	= revised edition
o in c	= order in council	s	= section
om	= omitted	sch	= schedule
orig	= original	sdiv	= subdivision
p	= page	SIA	= Statutory Instruments Act 1992
para	= paragraph	SIR	= Statutory Instruments Regulation 2002
prec	= preceding	SL	= subordinate legislation
pres	= present	sub	= substituted
prev	= previous	unnum	= unnumbered

## 4 Table of reprints

Reprints are issued for both future and past effective dates. For the most up-to-date table of reprints, see the reprint with the latest effective date.

If a reprint number includes a letter of the alphabet, the reprint was released in unauthorised, electronic form only.

Reprint No.	Amendments included	Effective	Reprint date
1	none	8 December 1998	24 May 1999
1A	to 2000 SL No. 154	1 July 2000	21 July 2000
1B	to 2001 SL No. 211	1 January 2002	2 January 2002 (Column discontinued) Notes
1C	to 2004 SL No. 57	21 May 2004	
1D	to 2004 SL No. 210	8 October 2004	

## 5 List of legislation

### **Education (Overseas Students) Regulation 1998 SL No. 322**

made by the Governor in Council on 3 December 1998  
notfd gaz 4 December 1998 pp 1270–1  
ss 1–2 commenced on date of notification  
remaining provisions commenced 8 December 1998 (see s 2)  
exp 1 September 2009 (see SIA s 54)

Note—The expiry date may have changed since this reprint was published. See the latest reprint of the SIR for any change.

amending legislation—

### **Education (Overseas Students) Amendment Regulation (No. 1) 2000 SL No. 154**

notfd gaz 30 June 2000 pp 736–48  
ss 1–2 commenced on date of notification  
remaining provisions commenced 1 July 2000 (see s 2)

### **Education (Accreditation of Non-State Schools) Regulation 2001 SL No. 211 ss 1–2, 20**

notfd gaz 23 November pp 1088–91  
ss 1–2 commenced on date of notification  
remaining provisions commenced 1 January 2002 (see s 2)

### **Higher Education (General Provisions) Regulation 2004 SL No. 57 ss 1, 16**

notfd gaz 21 May 2004 pp 191–4  
commenced on date of notification

### **Education (Overseas Students) Amendment Regulation (No. 1) 2004 SL No. 210**

notfd gaz 8 October 2004 pp 477–8  
commenced on date of notification

## **6 List of annotations**

### **Definitions**

- s 3** def “**foreign university**” om 2004 SL No. 57 s 16(2)  
def “**non-State school**” amd 2001 SL No. 211 s 21  
def “**non-university provider**” sub 2004 SL No. 57 s 16(2)–(3)  
def “**overseas higher education institution**” ins 2004 SL No. 57 s 16(3)

### **Persons who may make applications—Act, s 7(1)**

- s 4** amd 2004 SL No. 57 s 16(4)

### **Fee for application for registration as provider or renewal**

- s 17** amd 2000 SL No. 154 s 4; 2004 SL No. 210 s 3

### **Fee for application for registration of course or renewal**

- s 18** amd 2000 SL No. 154 s 5; 2004 SL No. 210 s 4

### **Fee for application to change registration of provider or course**

- s 19** amd 2000 SL No. 154 s 6; 2004 SL No. 210 s 5